

**Department of Local Government Finance**

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**DEPARTMENT OF EDUCATION**  
Annual Meeting

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Department of Local Government Finance

June 16, 2010

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1

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**Discussion**

- 2011 School Budget Forms
- Budget Process Overview and Deadlines
- Stabilization Fund
- CAGIT PTRC Distributions
- HEA 1367-2010 Fund Transfers
- SEA 309 – 2010 Fiscal Schools
- Circuit Breaker
- Replacement Grants
- DLGF Communications
- Questions and Answers

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2

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**Budget Forms**

- Changes to School Budget Forms
  - Form 1 – Budget Estimate
    - Additional Debt Funds to accommodate “exempt” and “referendum” status
    - Added line item #60114 – P.L. 109-2010 Transfers to all funds except debt funds
  - Form 2 – Miscellaneous Revenue
    - Added Revenue #5214 – P.L. 109-2010 to all funds
    - Added statement to “Use Chart of Accounts Detail for all Funds as Applicable” – (UCA)

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3

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## Budget Forms (con't)

- Form 3 – Notice to Taxpayers
  - Page 1 – Added new funds
    - Column 4 leaves a line for Transportation appeal
  - Page 2 – No change
  - Page 3 – No change

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## Budget Forms (con't)

- Form 4 – Resolution of Appropriations
  - No Change
- Form 4B – Budget Estimate – Financial Statement – Proposed Tax Rate
  - No Change
- Form 5 – Budget Submission Letter and Certificate
  - Removed General Fund

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## Excessive Levy Appeals

- Referendum
- Transportation Operating
  - Advertise the appeal on Form 3, Column 4 and include it w/ maximum levy in Column 3
  - Filed w/ DLGF by September 20<sup>th</sup>

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## Capital Projects Plan

- No Change
- Utility and Insurance adjustments approved for 2010 and 2011
- Allocation for Future Projects
  - Cumulative total
- Adoption Resolution
  - Annual
- CPF Template
- Custodial and/or janitorial contracts not permitted

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## Bus Replacement Plan

- No Changes
- Adoption Resolution
- Advertisement
  - With or without budget ad
- Future Bus Purchases to be Accumulated in 2011
  - Cumulative Total
- Detail on Transferring Bus Contracts

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## Miscellaneous Forms/Worksheets

- Debt Worksheets
  - Debt Service Worksheet
  - Pension Debt Worksheet
- Pension Neutrality Resolution
  - Annual
- Certificate of Miscellaneous Revenue
- Line 2 Worksheet
- School Budget Information Sheet
  - Added Resolutions for P.L. 109-2010 Transfers

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## Budget Process Overview

- County auditor certifies assessed valuations
- Units hold public hearing and adopt budgets
- DLGF works budgets and mails 1782 Notice
  - 10 day deadline to respond
- 1782 changes made
- DLGF budget hearing advertised and held
- Budget order certified

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10

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## Budget Related Deadlines

- **Aug. 1** – Deadline for auditors to file certificate of net AVs and estimates of miscellaneous revenues with units and DLGF. IC 6-1.1-17-1
- **Sept. 2** – Last date for first publication of Budget Form 3 (Notice to Taxpayers of Budget Estimates and Tax Levies) which includes the 2011 annual total appropriations, proposed tax levy, excessive levy appeals, and current tax levy (at least ten (10) days before the public hearing) I.C. 6-1.1-17-3
- **Sept. 9** – Last date for second publication (at least three (3) days prior to the public hearing) IC 6-1.1-17-3

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11

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## Budget Related Deadlines

- **Sept. 20** – Last date for schools to adopt the Capital Project Plan and Bus Replacement Plan.
- **October 19** – Last day for school units to file excessive levy appeals, i.e. Transportation Operating Appeals and Referendum Levy
- Objecting petitions, filed by taxpayers, must be filed within seven (7) days after public hearing on the budget.
- **Nov. 1** – Deadline for units to adopt 2011 budgets, rates and levies. IC 6-1.1-17-5

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12

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## Budget Related Deadlines

- **Nov. 3** - Last date for all units to file adopted budget with the county auditor. Please mail your budget paperwork directly to your DLGF Field Representative by regular mail
- A full list of budget-related deadlines is available on DLGF Web site at <http://www.in.gov/dlgf/2444.htm>.
- Reassessment begins July 1, 2010 for 2012 pay 2013

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13

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## Budget Hints –2011

- Debt worksheet – Four (4) payments only
  - Amortization Schedules
- Levy appeal advertised
- CPF
  - Future Allocations – cumulative & specificity
  - Cap Rate – adjusted for trending
  - Notice of Adoption and Certificate of No Remonstrance
- Pension Neutrality – CPF or Bus Replacement Funds
- Transportation – Max levy
- Temporary Loans
- Revenues – Basic Grant vs. Common School

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14

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## Stabilization Fund

- Fund #7950 received June Basic Grant early
- Reduce 2010 General Fund Budget by amount received
  - Line 2 Worksheet – Line 3 or 12
- No resolution required
- Common School
  - Not withheld

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15

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### CAGIT PTRC Distributions

- Regular Distributions
- Surplus Distributions
- New Fund #3955
  - Excess PTRC Distribution

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### HEA 1367-2010: Fund Transfers

- Transfers between Funds
  - Excludes transfers from Debt Service or Racial Balance Funds
  - Can transfer from CPF to Debt Service
- CPF – 5%/10% guidelines
  - CPF cap rate – Before Utility & Insurance adjustment

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### SEA 309-2010: Fiscal Schools

- Each school corporation has the discretion to maintain a calendar year budget
- The DLGF will revise budget program forms to coincide with the correct fiscal year dates. These will be available for corporations that elect a fiscal year budget cycle.

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## Circuit Breaker

- Debt Fund
- Exempt Debt Fund
- Referendum Fund
- Referendum Debt Fund

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## Replacement Grants

- Administered by Department of Education
- Qualifications
- Debt Service Fund
- Form 2 – Miscellaneous Revenue
- Formula 2010
- Formula 2011

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## Reminders

- Referendum Fund – Advertise w/ budget
- Submit your budget to DLGF
  - Mail to your Field Rep (no signature required)
- CPF – Notice of Adoption
  - Timeliness
  - Publish rate and levy on notice
- Budget Workshops – July & August

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## Stay Updated

- Website for DLGF Memoranda and Presentations
  - <http://www.in.gov/dlgf/2444.htm>
- Join a listserv



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## Contact The Department

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  - Fax: 317.232.8779 Department of Local Government Finance

23

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